



Data Protection General Data Protection Regulation (GDPR)

To protect individual's personal data Little Hands Nursery Schools follows General Data Protection Regulation (GDPR) May 2018.

The following guidelines are a summary of Little Hands compliance with GDPR.

The details of how Little Hands achieves this along with samples of notices and consents can be found in the nursery GDPR file.

All staff are sent a full electronic of the file and it can also be found on the nursery website and as a paper copy at the nursery.

Compliance with the GDPR

We use the following GDPR privacy principles

Lawfulness, fairness, transparency

We have a lawful reason for collecting personal data and collect it in a fair and transparent way.

Purpose limitation

We only use the data for the reason it is initially obtained.

Data minimisation

We do not collect any more data than is necessary.

Accuracy

The data collected is accurate and there are mechanisms place to keep it up to date.

Storage

The data is not kept any longer than needed.

Integrity and confidence

The personal data we hold is protected

These privacy principles are supported by **accountability**. This means that in addition to ensuring we meet the privacy principles we also ensure correct measures are in place to demonstrate how compliance is achieved and have a lead designated person responsible for the delivery.

We also recognise **your rights** as a data subject. These include the right to be

informed	have access to your data	have data corrected
to have data erased	restrict processing of your data	withdraw consent
complain		

To achieve the above Little Hands has the following in place (further details in Little Hands GDPR file)

Privacy Notices

When Little Hands collects any data we tell the data owners

how we are going to use the data	(Legal basis for holding information)
who we share the data with	(Recipients)
how long you will keep the data	(Retention period)
information on consent and complaint	(Purpose of intended Processing) (Complaints process) (Right to withdraw consent)

Data Processing Agreements

Little Hands has written agreements with any Data Processes who use data collected by Little hands including

Payroll
County Council
Children's digital record holder

Little Hands nursery management system is stored and used off line only.

Training

All Little Hands staff are trained on data protection under the GDPR using internal and online training during the induction period.

New Project Data Protection Planning

Little Hands incorporates data protection using the GDPR into new projects and services at the development stage.

Breach Notification

Little Hands would notify the [Information Commissioner's Office](#) (ICO) of a data breach within 72 hours of becoming aware of the breach.

Data Protection Lead

Little Hands has a trained Data Protection Lead who plans, delivers and evaluates compliance and data protection.

Complaints Procedure

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance - details below. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Full GDPR policy and Information

Full GDPR details are available as paper or digital policies at nursery and on the nursery website at www.littlehands.co.uk

Privacy Notice Staff Little Hands Nursery Schools Limited



Little Hands holds personal information (data) for staff employed at the nurseries. This data is essential for employment, salary and training.

The following document explains what data we hold, how we intend to use it and how we will share and keep the data.

Information we collect

Personal Information	eg: name, address Date of Birth bank details, national insurance emergency contact details	mandatory
Characteristics	eg: ethnicity, nationality	mandatory
Medical Information	eg: medical conditions	mandatory
Progress records	eg: training, monitoring	mandatory
Attendance records	eg: attendance, absence	mandatory

This information can be stored

- Digitally
- Paper
- Photo or video

Holding emergency contact details for staff members is mandatory, however it is the staff members responsibility ensure the contact person has given consent for their details to be held at Little Hands.

Legal Basis for keeping the Information

At Little Hands the legal basis we use are

Consent	the staff member has given clear consent for Little Hands to process their personal data for a specific purpose.
Contract	the data is necessary for the contract between staff member and Little Hands
Legitimate interests	the processing is necessary for your legitimate interests at Little Hands or the legitimate interests of a third party unless there is a good reason to protect your personal data which overrides those legitimate interests.

Most of the information you provide to us is mandatory with some voluntary. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide information to us or if you have a choice in this.

If the data collection is voluntary we will seek your consent before collecting the data.

Storage of Information

Digital data is stored in encrypted files on password protected nursery computers and tablets

Paper data is stored in locked cabinets at the settings or main office.

The nursery laptops or tablets may be taken off premises by a leader if necessary. Whilst off premises the devices must be stored securely. If managers need to contact staff out of hours, when a nursery device is not available, then emails can be sent from a personal computer.

The nursery laptops may be taken off premises by the manager if necessary - they will be stored securely.

Any device used to access data during nursery hours must be on an encrypted device.

Cloud based data for example Tapestry and the nursery email accounts, may be accessed off premises as both systems are password protected; however staff will use only encrypted devices except in emergencies.

Retention of Information

Little Hands will keep the information you provide for the minimum time required by law. The length of time required varies for different information and a full list is provided in the GDPR file.

Some examples are

Staff accident record	7 years
complaints records	6 years
Income Tax and national insurance	3 years
Salary records	6 years

Following the required retention period digital files will be deleted and paper files shredded.

As information files are often interrelated - some files may need to be retained for the same length of time as other supporting information to be meaningful;

for example accident information files will need personal details files.

Sharing Information

We share staff information with

- Payroll
- Pension provider
- Other settings if a reference is requested

Some photographs, videos and observations will be displayed at nursery and on the photo board of the nursery website.

We do not share information about staff with anyone without consent unless the law and our policies allow us to do so.

Requesting access to your personal data

Under data protection legislation, staff have the right to request access to their information held at Little Hands. To make a request for your personal information, contact the nursery manager or the data protection lead.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed;
- and

Data Retained at Little Hands

claim compensation for damages caused by a breach of the Data Protection regulations

Staff Register

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance - details below. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Full GDPR policy and Information

Full GDPR details are available as paper or digital policies at nursery and on the nursery website at www.littlehands.co.uk

Contact

If you would like to discuss anything in this privacy notice, please contact:

Data Protection Lead Jane Marshall little.hands@icloud.com

Nursery Manager

Consent Statements

Mandatory Data

I understand that certain data will be collected as part of the contract required between staff and nursery which enables Little Hands to lawfully employ me in an early years setting. Little Hands will protect, store and share this data only in the ways discussed above.

Name _____

signed _____

date _____

Voluntary data

I understand that photographic, videoed and some monitoring data is given voluntarily and I consent for this data to be used appropriately by Little Hands.

Name _____

signed _____

date _____

Data Retained at Little Hands

Staff Data Register



Data	Lawful Basis for holding Data	Consent	Statutory Authority	Little Hands Retention
Accident record	Legal Obligation	Mandatory	Health & Safety 1974	7 years
Accounting records	Legal Obligation	Mandatory	Companies Act	6 years
Application form, CV & interview notes - unsuccessful candidates	Legal Obligation	Mandatory	Chartered Institute of Personnel (non statutory)	1 year
Application form, CV & interview notes - employees	Legal Obligation	Mandatory	Chartered Institute of Personnel (non statutory)	7 years after employment ends
Complaints records	Legal Obligation	Mandatory	EYFS 2017	7 years
COSHH records - accidents due to hazardous substances	Legal Obligation	Mandatory	RIDDOR 1995	40 years
DBS checks/disclosures pre-employment	Legal Obligation	Mandatory	EYFS 2017	6 months after employment enquiry. LHs only keeps certificate information not original certificate
DBS checks/disclosures employed staff	Legal Obligation	Mandatory	EYFS 2017	6 months for any DBS information. LHs only keeps certificate information not original certificate
Disciplinary records	Legal Obligation	Mandatory	Chartered Institute of Personnel (non statutory)	6 months after employment ends
Emergency Contact Details	Legal Obligation	Mandatory	Chartered Institute of Personnel (non statutory)	Staff must ensure consent is gained for secondary contact details
Health & Safety Assessments	Legal Obligation	Mandatory	EYFS 2017	Permanently
Income Tax	Legal Obligation	Mandatory	Taxes Management Act 1970	3 years
Insurance policy information	Legal Obligation	Mandatory	EYFS 2017	Permanently

Injury reports to RIDDOR	Legal Obligation	Mandatory	RIDDOR 1995	3 years
Minutes meetings	Legitimate Interest	Voluntary	Information and Records Management	Permanently
Newsletter	consent	Voluntary		7 years
Pensions	Legal Obligation	Mandatory	Taxes management Act 1970s-Chartered Institute of Personnel (non statutory)	7 years
Personal details - will include name address DOB email phone	Legal Obligation	Mandatory	Chartered Institute of Personnel (non statutory)	7 years after employment ends
Bank details for petty cash	consent	Voluntary		after employment ends
Photos and videos	consent	Voluntary		7 years
Redundancy	Legal Obligation	Mandatory	Chartered Institute of Personnel (non statutory)	7 years
Salary records will include bank details & NI number	Legal Obligation	Mandatory	Taxes Management Act 1970	7 years
Statutory Maternity Pay records & certificates	Legal Obligation	Mandatory	Chartered Institute of Personnel (non statutory)	7 years
Statutory Sick Pay records & certificates	Legal Obligation	Mandatory	Chartered Institute of Personnel (non statutory)	7 years
Training, mentoring & supervision records	Legal Obligation	Mandatory	Chartered Institute of Personnel (non statutory)	7 years
Visitors Book & Diary	Legal Obligation	Mandatory	IRMS	7years

Data Retained at Little Hands

Parent/Child Data Register



Data	Lawful Basis for holding Data	Consent	Statutory Authority	Retention
accident record	Legal Obligation	Mandatory	Health & Safety 1974	7 years
Accounting records	Legal Obligation	Mandatory	Companies Act 1985	7 years
Complaints records	Legal Obligation	Mandatory	EYFS 2017	7 years
COSHH records - accidents due to hazardous substances	Legal Obligation	Mandatory	RIDDOR 1995	40 years
Emergency contact details - phone email	Legal Obligation	Mandatory	EYFS 2017	7 years after child leaves nursery
Emergency contact details - secondary consent	Legal Obligation	Mandatory	EYFS 2017	Parents must ensure consent is gained for secondary contact details
Emergency Medical treatment - details	Legal Obligation	Mandatory	EYFS 2017 & insurance	10 years
Early Years Funding details - including proof of identity and parents NI	Legal Obligation	Mandatory	Local Authority	7 years
Injury reports to RIDDOR	Legal Obligation	Mandatory	RIDDOR 1995	for child - until they reach 21 years. for adult 3 years
Newsletter - paper & website - may include photos.	consent	Voluntary		7 years
Personal details - will include name address DOB email phone & NI number	Legal Obligation	Mandatory	EYFS 2017	7 years after child leaves nursery
Photos and videos - Tapestry & nursery displays	consent	Voluntary		one term after the child leaves nursery
Proof of child's identity	Legal Obligation	Mandatory	EYFS 2017	7 years after child leaves nursery
Registers & records - will include attendance & medicine records	Legal Obligation	Mandatory	EYFS 2017	7 years after child leaves nursery
Records SEND	Legal Obligation	Mandatory	Limitation Act 1980	Until child reaches 21 years
Visitors Book & Diary	Legal Obligation	Mandatory		7 years
Welfare & Safeguarding records resulting in Early Health Assessment (EHA)	Legal Obligation	Mandatory	Limitation Act 1980	6 years from referral or 75 years for Looked After Children
Welfare & Safeguarding records resulting in child protection or Child in need referral	Legal Obligation	Mandatory	Limitation Act 1980	transferred to next setting - new setting obliged to keep until child is 25 years or 75 years for Looked after children